

# Florence Colliery Social Welfare Centre

Registered Charity No. 522769

## ROOM HIRE TERMS AND CONDITIONS (COMMERCIAL VERSION)

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### 1. Definitions

“The Charity” means Florence Colliery Social Welfare Centre. “The Hirer” means the individual or organisation booking the premises. “The Premises” means all rooms and areas hired. “The Event” means the function described in the booking form.

### 2. Booking and Formation of Contract

2.1 A binding contract is formed upon receipt of a completed booking form and cleared payment as required.

2.2 The Charity reserves the absolute right to refuse any booking.

2.3 Verbal bookings are provisional only.

### 3. Hire Charges, Bond and Payment

3.1 Hire charges are as published at the time of booking.

3.2 Full payment is due no later than 180 days prior to the Event unless agreed in writing.

3.3 A refundable Security Bond (amount at management discretion) may be required and may be increased for 21st birthday parties or higher-risk events.

3.4 The Charity may deduct from the Bond or invoice the Hirer for damage, loss, excessive cleaning, security call-outs, overtime staffing, or breach of these Terms.

3.5 Late payment may result in cancellation and retention of sums paid.

### 4. Cancellation

4.1 Cancellation more than 180 days prior: full refund of hire fee.

4.2 Cancellation within 90 days: 100% of total hire cost payable.

4.3 The Charity may cancel where circumstances beyond its reasonable control occur (including fire, flood, utility failure, government restriction, or structural damage). Liability shall be limited to refund of monies paid only.

### 5. Insurance and Indemnity

5.1 The Hirer shall indemnify the Charity against all claims, losses, damages, liabilities, costs and expenses arising from the Event, except where caused by proven negligence of the Charity.

5.2 The Charity may require the Hirer to obtain Public Liability Insurance with a minimum indemnity limit of £5,000,000 and provide evidence upon request.

### 6. Use of Premises and Capacity

6.1 The Premises shall be used only for lawful purposes and the Event described.

6.2 The Hirer is responsible for the conduct of all guests and contractors.

6.3 Maximum occupancy limits shall not exceed:

- Main Room: 300 persons
- Small Room: 140 persons

6.4 Exceeding these limits shall constitute a serious breach and may result in immediate termination of the Event without refund.

6.5 The Charity may enter the Premises at any time during hire.

## **7. 21st Birthday and High-Risk Events**

7.1 18th birthday parties are not permitted under any circumstances.

7.2 21st birthday parties may be subject to additional conditions including increased Security Bond, mandatory SIA-licensed security, guest list submission in advance, and earlier bar closure at management discretion.

7.3 Failure to comply with additional conditions may result in cancellation without refund.

## **8. Alcohol and Licensing**

8.1 Alcohol sales shall comply strictly with the premises licence and Licensing Act 2003.

8.2 Challenge 25 applies. Valid photographic ID must be produced upon request.

8.3 No external alcohol is permitted unless authorised in writing.

8.4 The Charity reserves the right to refuse service or close the bar where necessary.

## **9. Catering**

9.1 Catering orders must be confirmed at least four weeks prior, with payment due two weeks prior.

9.2 No external food or beverages permitted without written consent. Corkage fees may apply.

## **10. Entertainment and Noise Control**

10.1 Entertainment providers must comply with licensing requirements and provide evidence of insurance and PAT certification.

10.2 Sound levels shall remain within management limits.

10.3 The Hirer shall ensure guests disperse quietly and do not cause public nuisance.

## **11. Security and Searches**

11.1 Additional SIA-licensed security may be required at the Hirer's expense.

11.2 The Charity reserves the right to conduct supervised voluntary searches.

11.3 A zero-tolerance drugs policy applies.

## **12. Health and Safety**

12.1 Fire exits and equipment must remain unobstructed.

12.2 The Hirer must appoint a responsible person present throughout the Event.

12.3 The Hirer must maintain a guest list for emergency purposes.

12.4 No smoking inside the building.

12.5 No confetti, candles, pyrotechnics, naked flames, adhesives, nails or fixings permitted.

## **13. Property and Liability**

13.1 The Charity accepts no responsibility for loss or damage to personal property or vehicles.

13.2 The Hirer is liable for any damage to the Premises caused during the hire period.

13.3 To the fullest extent permitted by law, the Charity's total liability shall not exceed the hire fee paid.

## **14. Data Protection**

14.1 Personal data will be processed in accordance with UK GDPR.

14.2 CCTV operates for safety and crime prevention.

## **15. General**

15.1 These Terms constitute the entire agreement.

15.2 Variations must be agreed in writing.

15.3 This Agreement is governed by the laws of England and Wales.